

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-041 (rev. 1/16)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-055, 96-034
<b>Application:</b> Executive Branch Agencies Employees, Human Resource Officers	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-306	<b>Rule:</b> Chapter 1120-02

**Subject:**

## Necessary Special Qualifications

Some job classifications require applicants to possess Necessary Special Qualifications (NSQs), additional prerequisites required in a job classification. NSQs are included in the job specification for the job classification and may include a specialized license or certification.

When applicants on preferred service referred lists do not possess the required NSQs at the time of the interview, the following guidelines will apply:

- The interview letter to the applicant must include information about the NSQ required for the particular position. Proof of such NSQ may also be requested at the time of interview, as determined by the hiring agency.
- Applicants who do not have the NSQ required for the position can be coded as response code "91" on the preferred service referred list. If response "91" is used, the agency should include which NSQ the applicant does not possess in the remarks section (e.g., no driver's license). In situations where health or background checks are required, the agency should type "does not meet NSQ" in the remarks to ensure confidentiality. The hiring agency is responsible for keeping records for each applicant coded in this manner. If questions arise about the coding on the list, the agency's human resource officer is required to respond to the applicant.
- The agency must send a follow-up letter to each applicant coded as not meeting the NSQ, detailing which NSQ was not met. The Department of Human Resources will not send a response letter to any applicants not meeting the NSQs.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).